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**From:** Danforth, Deborah (DPH)  
**Sent:** Thursday, November 10, 2011 10:43 AM  
**To:** Hanchett, James (DPH)  
**Subject:** RE: NEOS Order

Jim,

The new system is not on the State Laboratory's web site. It is on the internet so once you have the training you should be able to access it with the Link that Tom will give you.

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**From:** Hanchett, James (DPH)  
**Sent:** Thursday, November 10, 2011 10:41 AM  
**To:** Danforth, Deborah (DPH)  
**Subject:** RE: NEOS Order

Sorry Debbie,

I plan to go the lab for training from Tom. I had major surgery 2 months ago and recovery has been slow. I have been reluctant to make the trip, but will do so soon. We currently are using a computer system that will not let us log onto the State Laboratory's web site making ordering under the new system difficult. We are waiting for an upgraded system which IT promises to give us soon.

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**From:** Danforth, Deborah (DPH)  
**Sent:** Thursday, November 10, 2011 10:16 AM  
**To:** Hanchett, James (DPH)  
**Cc:** McGuire, Thomas M (DPH)  
**Subject:** NEOS Order

Jim,

On October 13 Tom McGuire email you about the new Purchasing Program, which is internet based, which means you can enter your own orders. As of today no one from the Amherst Laboratory has come in for training on this new program. I have a NEOS order that was faxed over today that I will enter into the purchasing system but this will be the last order we enter. Someone from the lab will need to be trained on how to use the program for all future orders.

Debbie